

1155 - FINANCIAL ANALYST I

NATURE OF WORK

This is professional level accounting/analytical work in the City's Finance Department. Employees in this class are responsible for performing specific analyses and completing financial reporting projects, as assigned.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Plans and performs all City fixed assets functions which includes analyzing capital expenditures for additions to fixed assets, recording monthly fixed assets depreciation, updating the computerized fixed assets system, preparing detailed schedules summarizing fixed assets by department, and preparing year-end reports.

Processes Public Service tax payments and maintains monthly file; reviews Public Service tax returns for accuracy and completion; analyzes and reconciles Public Service tax revenue reports from financial management system.

Analyzes the monthly revenue report of the General fund and prepares a schedule of major revenue received by source.

Prepares a variety of journal entries related to the functions of the department.

Analyzes and reconciles accounts, financial records, and prepares detailed accounting reports.

Works with and assists Financial Analyst II's with the preparation of accounting reports and financial statements and on tasks related to a variety of special projects.

May supervise account clerks and review their work.

May determine the classification of accounts.

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of generally accepted accounting principles and practices, including municipal accounting.

Knowledge of research techniques and sources and availability of information applicable to area of assignment.

Knowledge of financial analysis techniques and financial reporting.

Knowledge and understanding of the operations of computerized accounting systems, and of personal computer operations.

Knowledge of applicable Federal, State, and City laws and regulations relating to departmental operations.

Knowledge of departmental, legal, administrative, and procedural regulations.

Knowledge of the principles and practices of modern office administration.

Knowledge of public relations.

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Ability to carry out complex verbal and written instructions.

Ability to supervise and review the work of lower level accounting and clerical personnel.

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies, and the general public.

Ability to express ideas clearly and concisely, both verbally and in writing.

Ability to prepare required reports accurately, and in a timely manner.

MINIMUM REQUIREMENTS

Employed by the City. Graduation from an accredited college or university with Bachelor=s degree in Accounting, Finance, or a closely related field AND two (2) years full-time paid accounting and/or financial experience. Related experience can substitute for education on a year for year basis. **DESIRES:** Government experience.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received from and reviewed by a professional superior; work is performed with little direct supervision and with some latitude for use of independent judgment in the selection of work methods and procedures. Work is reviewed for compliance with generally accepted accounting principles, established departmental policies and standards, and attainment of desired objectives.

SUPERVISION EXERCISED

May supervise and be held accountable for the work of clerical personnel.

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